

BID AND CONTRACT SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Bid and Contract Specialist exists is to perform professional purchasing tasks associated with creating and processing formal solicitations. Reviews or drafts and negotiates contracts and resolves contract problems, working with vendors and staff in the Purchasing Department. This classification is not supervisory. Work is performed under general supervision and reports to the Purchasing Manager. The Bid and Contract Specialist is distinguished from the Bid and Contract Coordinator by the latter performing more difficult professional level tasks associated with developing requests for proposals, bids, and contracts.

ESSENTIAL FUNCTIONS

Prepares or reviews contracts and request for proposals with customer input to assure compliance with public procurement regulations.

Reviews bid specifications for compliance with public procurement regulations, ensuring that specifications are clear, biddable, and not unduly restrictive.

Reviews bid and contract selection evaluations and provides consulting services to evaluating teams.

Approves and processes change orders and modifications.

Consults with staff, vendors, and contractors to answer questions, and resolve any contract problems remaining flexible and using effective communication and negotiation skills.

Conducts bid openings and pre-bid conferences on job-sites located throughout Scottsdale.

Takes ownership for professional development in the areas of contract law, architectural and engineering practices, conflict resolution, procurement processes, office automation and interpersonal skills.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Contract Law and the methods, procedures and practices used in contract administration.
Construction, engineering and architectural practice, and basic accounting practices.

Ability to:

Sit 70%, walk 20%, and stand 10% of workday.

Lift and carry plans, reference books, bid and contract files and proposal responses weighing up to 25 pounds.

Operate a variety of standard office equipment including a personal computer and a variety of computer software, copy and facsimile machines, telephone, and 10-key calculator that require continuous and repetitive arm or hand and eye movement.

Evaluate and analyze bid and contract provisions to ensure compliance with City policies, public procurement and contract law.

Work independently and under pressure.

Comprehend and make inferences from complex written material and verbal and/or written instructions.

Make mathematical calculations and draw logical conclusions.

Prepare and present reports with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Effectively assume ownership for completion of tasks.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of training, education and experience equivalent to five years recent experience in a professional administrative position dealing with bid specifications and solicitations, contract formation and/or administration.

Requires current, valid Arizona Driver's License.

FLSA Status: Exempt

HR Ordinance Status: Unclassified